



COUNTY OF MAUI  
DEPARTMENT OF PERSONNEL SERVICES  
200 South High Street, Wailuku, HI 96793  
Telephone: (808) 270-7850  
E-mail: [personnel.services@mauicounty.gov](mailto:personnel.services@mauicounty.gov)  
Website: <http://mauicounty.gov/Jobs.aspx>

## APPLICATION FOR EMPLOYMENT

The County of Maui does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, ancestry, arrest and court record, marital status, sexual orientation, pregnancy, assignment of child support, or national guard participation in employment or the provision of services.

### AN EQUAL OPPORTUNITY EMPLOYER

#### INSTRUCTIONS:

- ☐ Type or print legibly in ink.
- ☐ Fill out both sides carefully and completely. Submit application with original signature.
- ☐ The information you provide will determine whether you meet the minimum qualification requirements on the examination announcement.
- ☐ Your failure to properly fill out this application may result in your disqualification or dismissal.
- ☐ Notify us of any changes in your address or telephone number. We will not be responsible for any mail or correspondence which does not reach you.
- ☐ Application assistance and examination accommodation for persons with special needs are available upon request. Please allow sufficient advance notice for examination accommodations.

#### 1. CITIZENSHIP: Check the appropriate block below.

NOTE: Applicants must be citizens, nationals or permanent resident aliens of the United States.

- A. ☐ Citizen of the U.S.
- B. ☐ National of the U.S.
- C. ☐ Permanent Resident Alien of the U.S.
- D. ☐ Non-citizen. Type of visa \_\_\_\_\_

(For C & D, **attach verification of alien status and employment authorization to application.**)

#### 2. UNITED STATES MILITARY SERVICE:

Veteran's Preference.

I claim: ☐ 5 points ☐ 10 points (preference)

Type of last Separation:

☐ Honorable ☐ Other than Honorable

**To receive 5 points, you must submit a copy of your DD-214 showing dates of honorable service with this application.**

**To receive 10 points, you must submit an official statement from the Veterans Administration or armed service dated within the past six months which confirms your qualification to receive 10 points preference. Spouses or widows must also submit evidence of marriage and, as applicable, veteran's death.**

#### 3. MAY WE CHECK YOUR EMPLOYMENT RECORD WITH YOUR PRESENT EMPLOYER? Yes ☐ No ☐

(THIS SPACE FOR OFFICIAL USE ONLY.)

TITLE OF JOB APPLYING FOR

EXAMINATION NUMBER

#### 4. NAME:

Last

First

Middle

#### 5. MAILING ADDRESS:

City

State

Zip Code

#### 6. TELEPHONE:

Home

Alternate

#### 7. E-MAIL ADDRESS:

#### 8. POLICE APPLICANTS ONLY:

Will you be age 20 or older at the time of application? Yes ☐ No ☐

#### 9. CERTIFICATE OF APPLICANT:

*I certify that the information I have given is complete, true, and correct to the best of my knowledge and belief. I understand that any misrepresentation of information by me can disqualify this application and may be cause for my termination in the event I am employed by the County of Maui.*

The following is applicable to prospective employees only:

I HEREBY ATTEST that I have not been convicted of any controlled substance-related offense during the three-year period immediately preceding the date of this application for employment pursuant to Section 78-2.6 of the Hawaii Revised Statutes. I understand and agree that should I fail to meet the suitability requirements of the County of Maui, I shall be disqualified from further employment consideration or deemed ineligible for appointment under Section 76-29 of the Hawaii Revised Statutes on the basis of unsuitability for public employment.

Date

Signature of Applicant

DO NOT WRITE IN SPACES BELOW

W.T.	RS	CS	WT	WS
T. & E.				
P.T.				
ACC.				VP
REJ.				FS
ID #				RANK

Employer _____	No. & Titles of employees you supervised: _____	From <u>Mo</u> _____ Yr _____
Address _____		To <u>Mo</u> _____ Yr _____
Name & Title of immediate Supervisor _____		Total <u>Yr</u> _____ Mo _____
Your title _____ Duties _____		Full time <input type="checkbox"/> Part-time <input type="checkbox"/>
		Av. hrs. per week _____
		Salary _____
		(first _____ last _____)
		Reason for leaving _____

Employer _____ Address _____ Name & Title of immediate Supervisor _____ Your title _____ Duties _____ <div></div>		No. & Titles of employees you supervised: _____	From Mo Yr To Mo Yr Total Yr Mo Full time <input type="checkbox"/> Part-time <input type="checkbox"/> Av. hrs. per week _____ Salary _____ (first last) Reason for leaving _____	
Employer _____ Address _____ Name & Title of immediate Supervisor _____ Your title _____ Duties _____ <div></div>		No. & Titles of employees you supervised: _____	From Mo Yr To Mo Yr Total Yr Mo Full time <input type="checkbox"/> Part-time <input type="checkbox"/> Av. hrs. per week _____ Salary _____ (first last) Reason for leaving _____	
Employer _____ Address _____ Name & Title of immediate Supervisor _____ Your title _____ Duties _____ <div></div>		No. & Titles of employees you supervised: _____	From Mo Yr To Mo Yr Total Yr Mo Full time <input type="checkbox"/> Part-time <input type="checkbox"/> Av. hrs. per week _____ Salary _____ (first last) Reason for leaving _____	
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## Recruitment Title

### RECRUITMENT/EXAMINATION SURVEY

To assist us in making our recruitment efforts as efficient as possible, **please answer the following questions and return this form with your application.**

Where did you hear about this recruitment? (Check as many as may apply)

- ☐ Maui News
- ☐ Maui County Website ([www.co.maui.hi.us](http://www.co.maui.hi.us) or [www.mauicounty.gov](http://www.mauicounty.gov))
- ☐ Radio announcement
- ☐ Job/Career fair at \_\_\_\_\_
- ☐ Other \_\_\_\_\_

### EXAMINATION SCHEDULING PREFERENCE

We may be able to schedule some of our written examinations outside of our regular business hours (Monday - Friday, 7:45 a.m. to 4:30 p.m.). These examinations may be offered during the early evenings Monday through Friday or Saturday mornings.

In order for us to best determine an alternate examination schedule, please indicate your first choice of examination time below:

- ☐ Regular business hours (7:45 a.m. to 4:30 p.m.)
- ☐ Early evenings (start at 4:00 p.m.)

Although your preference will be taken into consideration, we cannot guarantee that the examination will be scheduled for that time.

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**EMPLOYMENT APPLICATION SUPPLEMENT - RACE/ETHNIC DATA**

This information is needed for statistical purposes to meet federal reporting requirements on equal employment opportunity. Your participation in this survey is voluntary and your replies will be kept confidential. This survey will be detached from the application form prior to review of qualifications.

POSITION APPLYING FOR: \_\_\_\_\_ EXAM. NO. \_\_\_\_\_

SEX:   Male                      Female

AGE:   Under 20           20-39           40-65           66 and over

ETHNIC BACKGROUND: Please review all categories listed below. Determine the category which you believe best represents your ethnic background. Check one category only.

- A.     WHITE - Includes persons of Indo-European descent, including Pakistani and East Indian, and persons of Spanish or Latin descent, EXCEPT FILIPINO.
- B.     HAWAIIAN AND PART-HAWAIIAN - Check if you have any Hawaiian lineage.
- C.     CHINESE AND KOREAN
- D.     FILIPINO
- E.     JAPANESE
- F.     OTHER - Includes South Pacific Islanders (except Hawaiian), Blacks, American Indians, Burmese, Thais, Vietnamese, and persons of mixtures of any of the specific categories (except Part-Hawaiians)
- G.     Check here if you are uncertain as to the category to which you belong and enter your (a) specific ethnic descent or (b) mixture of ethnic descents:
  - 1. Specific ethnic descent: \_\_\_\_\_
  - 2. Mixture of ethnic descent: \_\_\_\_\_  
\_\_\_\_\_